

Section III

Preparation and Use of Outpatient Treatment Records

6–7. Preparation

Each contact with the AMEDD as an outpatient will be recorded in the OTR. Periods of treatment as an inpatient will be described on DA Form 3647 or CHCS automated equivalent and SF 502 and copies put into the OTR. Inpatient dental treatment will be recorded on SF 603 in the dental record. Participation in research as a human subject will also be fully recorded in the OTR (para 5–18). Occupational health-related forms and documentation will be filed in the OTR.

.a. Preparation and use of SF 600. SF 600 is the basic record form of the medical OTR. It is a chronological record of outpatient visits. (For the preparation and use of SF 600, see para 5–18.)

.b. Preparation and use of SF 601 (Health Record-Immunization Record) and HHS Form PHS 731 (International Certificate of Vaccination).

(1) SF 601 will be prepared and permanently kept for each person who has an OTR. (DD Form 2766 will be prepared and kept in the HREC for active duty military personnel in accordance with paras 5–13 and 5–19a.) The identification parts of SF 601 will be completed as described for SF 600 in paragraph 5–18. For persons allergic to medication, the "Medical Condition" block on the front of the treatment folder will be checked. In addition, DA Label 162 will be placed on the front of the folder according to chapter 14. SF 601 will be placed in the OTR when—

.(a) The OTR is initiated.

.(b) The patient next reports for immunization or sensitivity tests.

.(c) Reactions are noted.

(2) HHS Form PHS 731 will be prepared or posted when a patient reports to an MTF for immunizations. Only the following identification information will be entered on HHS Form PHS 731:

.(a) The patient's name on the "Traveler's Name" line.

.(b) The patient's address on the address line.

.(c) The county of the individual's address on its appropriate line.

(3) Immunizations and sensitivity tests will be recorded on SF 601. Rubella titre results must be recorded on SF 601. Rubella immunizations must be entered on both SF 601 and HHS Form PHS 731.

(4) Remarks and recommendations for any entries on SF 601 may be added at the MTF. The reasons for waiving any immunization will be recorded in enough detail for later medical evaluation. Any attacks of diseases for which immunizing agents were used must be noted; the year and place of attack must also be given. Any untoward reactions to immunizations (including vaccines, sera, or other biologicals) will be recorded.

(5) Personnel preparing SF 601 and HHS Form PHS 731 will ensure that all entries are recorded on both forms and that the forms both contain the same accurate and up-to-date information.

(6) In accordance with international rules, entries on HHS Form PHS 731 for immunization against smallpox, yellow fever, and cholera will be authenticated. Each entry must show the DOD Immunization Stamp and the signature of the medical officer or a designated representative. (See AFJI 48–110/AR 40–562/BUMEDINST 6230.15/CG COMDTINST M6230.4E.) For other entries on HHS Form PHS 731 and all entries on SF 601, the signature block may be stamped or typewritten and initialed by the medical officer.

(7) If an HHS Form PHS 731 is lost, a duplicate will be made by transcribing the SF 601. If an SF 601 is lost, a duplicate will be made by transcribing HHS Form PHS 731. If both forms are lost, new forms will be prepared.

c. Preparation and use of SF 603. SF 603 is the basic dental treatment form. All dental treatments and all conditions noted on examination will be entered on SF 603. (See para 5–20.)

d. SF 603A. SF 603A will be used when needed and will be filed on top of the original SF 603. (See para 5–20.)

.e. DA Form 8006 (Pediatric Dentistry Diagnostic Form). DA Form 8006 will be used for recording the examination, diagnosis, and treatment planning of pediatric dentistry patients. This form is available on the

Army Electronic Library (AEL) CD-ROM and the USAPA Web site, www.usapa.army.mil. Instructions for completing the form are self-explanatory.

f. Preparation of the OTR folder for patients allergic to medications. On the outside front cover of the DA Form 3444-series folder or DA Form 8005-series folder, the "Medical Condition" block will be marked, and DA Label 162 affixed when SF 601, HHS Form PHS 731, or DA Form 3365 (Authorization for Medical Warning Tag) is prepared. Block 1 of DD Form 2766 will be annotated. DA Label 162 will be affixed to page 4 of DD Form 2766 (folder construction only); this is necessary in case the DD Form 2766 is removed for deployment. (See AFJI 48-110/AR 40-562/BUMEDINST 6230.15/CG COMDTINST M6230.4E and chap 14 of this regulation.)

g. Obstetrical cases. A pregnancy diagnosis will be entered on SF 600. After the pregnancy, all forms related to it will be filed in the ITR. When the records are filed, the following information will be entered on SF 600: "Prenatal care records filed in ITR of (patient's name, FMP, and SSN), (location of MTF), and (date)." If the patient does not return for prenatal care and or hospitalization, a notation will be made on SF 533 (Medical Record-Prenatal and Pregnancy), which will be filed in the OTR. Pages 9, 10, and 11 of the revised SF 533 (dated Dec 99) are meant to be copied and placed in the OTR or the HREC after delivery.

h. Mental health records. When outpatient treatment is recorded in mental health records, the following notation will be made on SF 600: "Patient seen, refer to file number 40-216k1 or 40-216k2" (mental health records (adults) or mental health records (minors)). (See AR 25-400-2 and table 3-1 of this regulation.)

6-8. Use

The OTR will be given to physicians, dentists, and other medical personnel attending an outpatient or inpatient. When an outpatient is to be treated over a short period in a clinic, the OTR may be kept in that clinic; however, it will be made available to other medical or dental personnel when required during this period. Furthermore, the OTR will accompany a patient admitted to an MTF and will be constantly available for use by the attending physician.

a. Chargeout system. A strict audit trail will be kept for OTRs temporarily out of the file. Use of an automated record tracking system is encouraged. (See para 4-6.)